

## **LOCAL MOVES**

### **1. HOW IT WORKS:**

Local moves are moves between residences in the local vicinity. The U.S. Housing Office (DEH) or the Transportation Officer process these moves, they handle the approval and funding. A request for a move, other than moving into Government Quarters, must be justified and proven as being in the best interest of the U.S. Government. Extenuating circumstances may apply, but a move for personal convenience of the customer is strictly forbidden.

### **2. WHERE TO GO & WHAT TO BRING:**

a. For moves into Government quarters, the U.S. Housing Office (DEH) must provide a letter of authorization for the move. Proceed to the PPPO (Bldg. 220, Rm. 103) with the weights from the previous SF 1203s, Government Bill of Lading, which was used to bring your property to Belgium, and complete a DD Form 1299, Request and Application for Movement of Personal Property. A crew chief from the moving company will perform a pre-move survey. From the date of application, it will take about ten working days to process the paperwork, before the movers arrive.

b. For all other moves, proceed to the PPPO-BENELUX (Bldg. 220, Rm. 103) with a letter of approval (fund citation included), plus copies of the SF 1203s (showing the weights of the previous moves), to complete a DD Form 1299 (Appendix F). A crew chief from the moving company will perform a pre-move survey. From the date of application, it will take about ten working days to process before the movers arrive.

### **3. PREPARING FOR THE MOVE:**

Even though the move is only down the street, the property needs to be clean and organized. The movers will not pack dirty items, and it takes longer to pack a disorganized household. Overtime for the packers is not authorized for local moves.

### **4. DELIVERY & DAMAGES:**

If there are damages to the property or the house at either end of the move, make sure a written statement is made and signed by the crew chief. This signed statement is the proof that the customer is not responsible. If there are problems in this respect, call the PPPO immediately.